

Administrative Assistant Job Description

This position will be a temporary position reporting directly to the Chief of Staff at the Arizona Department of Real Estate.

Duties include:

- Data entry and e-mail correspondence
- Scanning, copying, and filing documents in multiple divisions within the Department
- Composing and drafting written correspondence
- Interacting with staff from various departments as well as the public
- Intake of walk-in visitors and/or telephone calls from the public
- Assisting with records retention and destruction schedule of highly sensitive materials
- Assisting with public records requests
- Taking and transcribing meeting minutes
- Compiling and formatting various ADRE publications, such as the Bulletin and Agency Brochures

Knowledge, Skills, and Abilities required:

- Strong oral and written communication skills, as well as the ability to analyze data/ complex information and convey it in a clear and concise manner
- Extensive use of Microsoft Office products (Word, Excel, Publisher and Outlook particularly), preferably through MS Office 2010 version
- Ability to work within deadlines
- Ability to organize, prioritize and perform multiple tasks on a daily basis and work as a team player within several divisions
- Ability to understand written and verbal instructions and complete assigned tasks accurately
- Ability to exercise good judgment in safeguarding confidential and sensitive information
- Ability to exercise diplomacy when dealing with people in sensitive situations
- Extensive experience operating standard office equipment including desktop computers, copiers, scanners, and fax machines
- Interpret and implement State statutes, administrative rules, and procedures as necessary

- Establish and maintain effective, cooperative relationships as necessary to conduct work product

Desired Qualifications:

- An Associate's degree or higher from an accredited college or university in business, public administration, or a related degree
- At least 2 years of progressively responsible experience as an administrative assistant in a professional environment
- Knowledge of real estate industry and/or professional experience working in the real estate industry in an administrative capacity

Salary Range: \$25,507.87 - \$42,756.48

This position is not covered by the State Personnel Merit System.

Qualified applicants shall apply by sending resume and the State of Arizona application, which can be found by [clicking here](#), to sdobbins@azre.gov. No phone calls or office visits. Closing date is close of business, Friday, October 19, 2012.